

**Oklahoma State Department of Education (SDE)
Child Nutrition Programs (CNP)
ADMINISTRATIVE REVIEW (AR) SUMMARY**

Name of School Food Authority (SFA): _____ County District Code: _____

Address of SFA: _____ City: _____ Zip Code: _____

Consultant(s) Conducting Review: _____

An AR of your SFA's CNP operation has been completed. The SFA was found in:

Compliance

Noncompliance

Date of Review: _____ Date Review Closed: _____

Number of Schools in SFA: _____ Number of Schools Reviewed: _____ Number of Eating Sites Reviewed: _____

List schools reviewed for the following CNP:

National School Lunch Program (NSLP): _____

School Breakfast Program (SBP): _____

After-School Snack Program (ASSP): _____

Special Milk Program (SMP): _____

Fresh Fruit and Vegetable Program (FFVP): _____

Seamless Summer Food Program (SSFP): _____

Does the SFA operate under any special provisions: (Select any that apply)

Provision 1

Provision 2

Provision 3

Community Eligibility Provision (CEP)

This SFA had violations in the following areas:

PS-1 Violations

PS-2 Violations

Resource Management Violations

General Area Violations

Recalculation required

YES	NO	REVIEW FINDINGS			
		A. Program Access and Reimbursement			
		YES	NO		
				Certification and Benefit Issuance	
				Verification	
				Meal Counting and Claiming	
		Finding(s) Details:			
		B. Meal Patterns and Nutritional Quality			
		YES	NO		
				Meal Components and Quantities	
				Offer versus Serve	
				Dietary Specifications and Nutrient Analysis	
		Finding(s) Details:			

A. Program Access and Reimbursement
Finding(s) Details (continued from page 1)

VERIFICATION:

Finding: #208. A confirmation review was not conducted nor did the district request a waiver/exemption.

Requirement and Corrective Action required: Confirmation reviews must be conducted on all applications pulled for verification unless the district has been granted a waiver.

Finding: #213. The Notice of Adverse Action letter did not provide the price of the meals when a family has a decrease in benefits.

Requirement and Corrective Action required: The Notice of Adverse Action letter must provide the price of the meals and it must contain all components of the letter as stated in the Child Nutrition Manual on page E-91.

MEAL COUNTING AND CLAIMING:

Finding: #314. The SFA is not following their approved SFA-SA Agreement/Application in regards to the Point of Service count. The reviewed elementary schools had different methods of counting the students at meal service times. Some sites were teacher counts who handed a list of students, who were going to eat, to the cashier, which is unacceptable. (See site summary)

Requirement and Corrective Action required: SFA's must have a Point of Service count as the student receives the meal. Some sites' counts were taken with check-off sheets done by the teachers at the beginning or end of the line and others were done by the cashiers who entered the students name/number as they came through the line. These two Point of Service counts are acceptable with the last being the best.

Finding: #314 The SFA is not following their approved SFA-SA Agreement/Application in regards to Offer-vs-Serve. In their agreement the district is implementing Offer-vs-Serve for lunch and breakfast, however many reviewed sites did not implement Offer-vs-Serve correctly. (See attached site summary)

Requirement and Corrective Action Required: The SFA must contact the State Agency if they do not want to implement Offer-vs-Serve. If they do want to continue to participate, it must be implemented correctly.

Finding: #323. There were 10 days out of 11 during the review month when the meal counts exceeded the attendance adjusted eligible number of students at one site. There were only 11 days in the month and 10 of those days the free and reduced counts exceeded the Attendance Adjusted Eligibles. The eligibles were not exceeded. There was not an acceptable explanation. This is very unlikely and must be reviewed by the district.

Requirement and Corrective Action required: The daily count must not exceed the attendance adjusted eligibles unless the attendance adjusted eligible percentage is figured incorrectly. Edit Checks are in place to prevent this and must be researched by the district.

YES	NO	REVIEW FINDINGS			
		C. School Nutrition Environment			
		YES	NO		
				Food Safety	
				Local School Wellness Policy	
				Competitive Foods	
				Other	
		Finding(s) Details:			
		D. Civil Rights			
		Finding(s) Details:			

C. School Nutrition Environment

Finding(s) Details (continued from page 3):

Finding: #902 (Site review): The on-site reviews at several sites indicated that a problem exists with the meal counting and claiming that day; however, the review did not indicate that a follow-up would be conducted or that corrective action would be required by the site manager. (See site summary)

Requirement and Corrective Action required: The on-site reviews must be conducted to identify problems. When problems are identified, the reviewer must conduct a follow-up and require corrective action.

Finding #403 (site review). Milk was not available in two varieties at one site. (See site summary)

Requirement and corrective action required: Milk must be available in at least two varieties.

AFTER SCHOOL SNACK PROGRAM: (ASSP)

When reviewing the After School Snack Program claim it was found that Snacks were claimed at four sites that were not approved yet to participate in the After School Snack Program (Edgemere, Eugene Fields, M.L. King, and Lee). These snacks will be disallowed and fiscal action will be assessed.

Comments/Recommendations:

CORRECTIVE ACTION REQUIRED TO BE COMPLETED BY (§210.68[k]): _____

CORRECTIVE ACTION DOCUMENTATION REQUIRED IN STATE AGENCY BY (§210.18[K][1]):

_____ **(30 days from the date the corrective action must be completed)**

An exit conference was conducted (§210.18[i]) discussing the AR Review findings on: _____

with _____ (Name and Title of School Representative)

CNP Consultant(s): _____

Section 207 of the HHFKA amended section 22 of the NSLA (42 U.S.C. 1769c) to require state agencies to report the final results of the AR to the public in an accessible, easily understood manner in accordance with the guidelines promulgated by the Secretary. Regulations at 7 CFR 210.18(m) require the State Agency to post a summary of the most recent final AR results for each SFA on the State Agency's publicly available Web site no later than 30 days after the State Agency provides the final results of the AR to the SFA. The State Agency must also make a copy of the final AR report available to the public upon request.

Date Review Summary Was Publicly Posted: _____

cont from page 3:

RECOMMENDATIONS:

Child Nutrition labels need to be kept at the school site so that the managers know the crediting information.

The Production records need to reflect a true serving size instead of "each". This was a common practice when schools participated in Nutrient Standard menu planning, but with the traditional meal pattern it is helpful to have the detailed serving size.

Charter schools had not been billed since the beginning of the year. Reviewer was told that an agreement had not been made as to how this would be done for this year. The contract provided was good from July 2015 through June 2016; therefore a new contract must be constructed between the two entities.

The SFA does not report adult meals or contract meals on the Claim for Reimbursement and the district receives revenue from both. These numbers must be reported on the Claim for Reimbursement.